

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: <b>Employee Travel</b>	Related Policies: <b>Staff Training &amp; Development</b>
Policy Number: <b>TRP 02</b>	Standards/Statutes: <b>MCA 2-18-501; MCA 61-6-1; MCA 61-6-3; MOM Volume 1, 1-0300</b>
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**PURPOSE:** To define employee travel and reimbursement

**POLICY:** All employee requests for travel, travel advances and travel reimbursement must be completed in the state required electronic format. Requests for travel and advances must be submitted at least two weeks prior to the travel, unless unique and approved circumstances prohibit this time limit. The employees immediate supervisor and the Facility Administrator must approve of the request prior to any travel being undertaken. All requests for travel will be given consideration within the parameters of the facility budget, overall cost of the request, value of the travel being requested, previous approved requests and staffing needs of the facility at the time of the requested travel.

**PROCEDURE:**

- A. Allowable travel expenses may include some or all of the following:
  1. mileage
  2. airfare
  3. lodging
  4. meals
  5. registration
- B. Travel expense reimbursement is at the current state approved rates for each allowable expense and in accordance with the parameters defined for each expense. Consult with the facility Human Resources Specialist and/or the MOM manual for current rates and parameters.
- C. Reimbursement is provided only when the travel request has been appropriately submitted and approved and the employee is traveling as authorized by the facility.

- D. The facility is not responsible for the training or Continuing Education Unit requirements for an individual to receive or renew a professional license.
- E. When at all possible, staff should use a state vehicle for their travel purposes and request use of the vehicle at least a week in advance, if possible, from the Training Officer.
- F. Employees receiving reimbursement for attending a facility authorized and reimbursed training may be required to present an in-service to staff to share the information gained at the training or conference.

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Revisions: May 2005

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Name Title Date

Approved By: \_\_\_\_\_  
*David J. Peshek, Administrator, Montana Chemical Dependency Center* Date